

Portage Area School District

Standardized Attendance Procedures

UNLAWFUL ABSENCES

1 Unlawful Absence

- JR/SR HS Send letter via regular mail
- Elementary Phone call from attendance secretary

2 Unlawful Absences

- JR/SR HS Send letter via regular mail
- Elementary Send letter via regular mail

3 Unlawful Absences – Student defined as “Truant”

- JR/SR HS Send letter via regular mail
- Elementary Send letter via regular mail

4 Unlawful Absence

- JR/SR HS Send letter via **CERTIFIED** mail inviting parent/caregiver & student to a SAIP meeting
- Elementary Send letter via **CERTIFIED** mail inviting parent/caregiver & student to a SAIP meeting

5 Unlawful Absence

- JR/SR HS Send letter via **CERTIFIED** mail detailing next unlawful will result in charges being filed for violation of PA School Truancy Laws
- Elementary Send letter via **CERTIFIED** mail detailing next unlawful will result in charges being filed for violation of PA School Truancy Laws

6 Unlawful Absence and Beyond – Student defined as “Habitually Truant”

- JR/SR HS Charges filed with District Magistrate for Violation of PA School Truancy Laws
- Elementary Charges filed with District Magistrate for Violation of PA School Truancy Laws

Parents/caregivers have 3 school days to provide documentation as to why their child was absent. Absence documentation should meet the approved reasons posted in the Student Code of Conduct located in the student agendas.

SAIC = Student Attendance Improvement Conference

SAIP = Student Attendance Improvement Plan